



## TEXAS HOUSE OF REPRESENTATIVES

### INTERNAL AND EXTERNAL JOB POSTING

#### Clerk I Messengers

#### Full-Time and Part-Time Positions

**SUMMARY:** Performs routine administrative and clerical work under the supervision of the House Sergeant-at-Arms. This is an excellent opportunity for college and other candidates seeking to gain valuable experience and general knowledge of the Texas House of Representatives.

**ESSENTIAL JOB DUTIES:**

- Responsible for the retrieval, confidentiality, record-keeping, and routing/delivery of important agency documents. Assignments are received either orally or in writing and are performed in a timely manner throughout the day.
- Works under moderate supervision and in accordance with established procedures. Decisions involving policy or change in procedure are referred to a supervisor.
- Work is subject to review for accuracy and compliance with procedure.
- Other duties as assigned.

**EDUCATION & EXPERIENCE:** Graduation from high school or equivalent. Enrollment in or graduation from an accredited college is generally preferred. Education and experience may be substituted one for another.

**KNOWLEDGE, SKILLS & ABILITIES:** Ability to understand and follow oral and written instructions and to work under the pressures of time constraints and priority situations. General knowledge of state government policies and procedures preferred, but not required. Ability to interact on a professional level and work effectively with legislators, legislative staff, and the general public. Must be able to work in fast-paced and rapidly changing environment. Must be able to meet strict deadlines. Must have flexibility to work extended hours and weekends as required. Must adhere to department dress code and demonstrate the ability to follow all policies and procedures as set forth in the Personnel Manual.

**GENERAL SALARY INFORMATION:**

SALARY RANGE:	\$2,465.42 per month (full-time) Can accommodate daytime, evening, and weekend availability. Salary and work hours for part-time positions are based on need and availability.
OPENING DATE:	July 01, 2023
CLOSING DATE:	Until Filled
APPLY TO:	Texas House of Representatives

To be considered an applicant for this position, please submit a resume and application to:  
[House.Personnel@house.texas.gov](mailto:House.Personnel@house.texas.gov)

Applications may be found at:  
<https://house.texas.gov/resources/employment/>

Please Note: Only applicants scheduled for an interview will be contacted. The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.